**Spreadsheet Software:** Computer Program used to record, report, and analyze data.

**Workbook:** is a spreadsheet file.

**Worksheet:** is one section in a workbook (spreadsheet file)

**Name Box:** Identifies the active cell by the letter of the column and the number of the e row it intersects. It also identifies the range of cells being selected.

**Formula Bar:** Displays the contents of the active cell and is used to create or edit text or values. It may be expanded or contracted by clicking the double arrows at the right edge of the bar.

**Active cell:** Highlighted with a thick border, it stores information that is entered while the cell is active.

**Worksheet Title:** Describes the content of a worksheet table. Key the title in all capital letters using a 12- point or 14-point font. Apply bold and center the title across the columns that have data. Leave one blank row after the title.

**Column Head:** appears at the top of a column and describes the data in the column. Key column heads in the default font size or a 12- point font. Apply bold and center alignment to columns heads.

**Range:** cells to view an area.

**Formula:** are equations the perform calculations on values in a worksheet.

**Function:** is a predefined formula that can be used to perform calculations.

**Fill Handle:** Is the small square in the bottom-right corner of the cell.

**Sort:** to arrange or group items in particular order.

**Ascending:** A to Z for words.

**Descending:** orders mean Z to A for words.

**Column Chart:** Compares values across categories.

**Bar Charts:** Compares values across categories.

**Pie Charts:** Show how much each value is of a total value.

**Category Axis:** Used to plot categories of data.

**Value Axis:** Used to plot values associated with the categories of data.

**Data Points:** are the bars, columns or pie slices that represent the numerical data in a chart.

**Legend:** is a key (usually with different colors or patterns) used to identify the chart’s data categories.

1. Tab
2. Title bar
3. Excel Close button
4. Workbook close button
5. Formula bar
6. Scroll bars
7. Zoom controls
8. View buttons
9. Column
10. Worksheet tab
11. Row
12. Active Cell
13. Name Box 14. Ribbon